

ENROLMENT GUIDE



ENROLMENT APPOINTMENT

Date:

Time:

Campus:

WELCOME TO WILTSHIRE COLLEGE AND UNIVERSITY CENTRE

Congratulations on becoming a Wiltshire College & University Centre (WCUC) student! We are excited to be part of your journey as you work towards your career goals and aspirations.

The last step is to attend your enrolment appointment, as detailed in your enrolment letter and email. Enrolment is the final part of the process for you to join the college. It is where we check your results, confirm your course choice, give you your student ID badge and make sure you are all set to start in September.

In this quick guide, we will answer some of the questions you might have before you enrol and officially join our community.



BEFORE ENROLMENT

If you lose your ID card at any time, please head to any campus Reception where staff can print a new one for you.

ID cards

All students and staff at WCUC are issued with an ID card to show that they are a member of the college community. Before your enrolment appointment, please make sure you have uploaded your photo for your student ID.

Full instructions and details of how to upload will be sent by email, so please keep checking your account. Please note that all communications will also be sent to your parent/guardian if you are under 18.

Your photo should be in the style of a passport photo. All photos will be reviewed to ensure that they are appropriate for use as college ID so please make this as easy as possible for us when choosing which photo to upload.

At your enrolment appointment you will be given your ID card and lanyard. We expect all students to always have their college ID with them. This is important as you will need your ID card to use the Learning Resource Centres, to print and photocopy, for your exams, and to access many of the college buildings.

If you are aged 19 and over

You will be invited to an appointment with one of our Bursary and Student Funding Officers for fee assessment during the summer. We will tell you the cost of the course, assess any eligibility for fee remission and offer information about any financial support/bursaries available to you.



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YOUR ENROLMENT APPOINTMENT

Your enrolment appointment is personal to you; your letter and email contains the date and time of your appointment. It is important that you arrive when we are expecting you so that our enrolment process can run as smoothly as possible for all students joining WCUC.

On arrival, sign in at the welcome desk in Reception.

We expect your enrolment appointment to take approximately 45 minutes to complete.



What do you need to bring to your enrolment appointment?

- Your exam results – either the results slip or your certificates. We do also accept emails from your school or a screenshot of your online portal.
- A form of ID showing your legal name, date and place of birth.
- Annual resource fee of £25. We can accept card payments on the day. You can also pay this in advance via the online shop (see letter for details).
- If you have been given your exact score for English & maths, please bring this with you as this will help the English & maths team to place you in the right class.

We hope that your results are what you wished for but please do not worry if they are not. We will have a course that is right for you, and we can discuss this and any alternatives to your course when we see you for your enrolment appointment.

What if you cannot make your enrolment appointment?

If you are unable to attend your enrolment appointment, please email our Admissions team on admissions@wiltshire.ac.uk and state the days you are unavailable, so we can contact you to make alternative arrangements.

GETTING READY FOR SEPTEMBER

Travelling to college

Many of our students get to college by bus or train. Our campuses are served by the local public transport network, please see our website for more specific information about bus and other transport routes.

Do you live in Wiltshire?

Wiltshire Council offers a bus pass to WCUC students who are aged between 16-18, who live in Wiltshire and live more than three miles from the campus they are studying at. To find out more about the options open to you please visit the Wiltshire Council website.

Do you live in Wiltshire but are not eligible for the lower rate Wiltshire Council transport pass?

If you do not qualify for the lower rate bus pass, many of the bus companies offer discounted tickets for students or regular journeys. We have more information on our website.

Do you need financial assistance with your travel costs?

The college bursaries can offer financial support to help with the cost of travelling to college if you live more than three miles (walking distance) from college and have a low household income.



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WORK EXPERIENCE AND INDUSTRY PLACEMENTS

The Work Experience Team will support you with your Work Experience and Industry Placement. You will meet the team during your college induction.

Depending on which course you are enrolling on, you will be required to complete a minimum number of hours with an employer. We will talk about this and the benefits of completing Work Experience or an Industry Placement in more detail during your first weeks at college.

We encourage you to find your own placement. Here are some tips to help you get started!

- One of the best ways to connect with a potential new employer for a placement is through a direct introduction. Do your parents or guardians, teachers, tutors, careers service, friends, relatives, or neighbours have any contacts? Ask everyone. People are often happy to give careers advice and tips and are likely to be glad to introduce you to people they know who might be able to help you.

- If you cannot get an introduction, do as much research as possible online or locally to find the organisations that you are interested in. We often find places like Indeed are useful places to look as well as local social media pages.
- Think about transport. How will you get to your placement? Will you rely on parents or public transport? Could you walk or cycle?
- Get in early! Most placements get taken up very quickly (especially vets), so as soon as you know where you would like to go, make contact ASAP! This summer is the ideal opportunity to start looking.
- Speak to us. We work closely with several employers locally who have hosted many placement students previously.

Approaching Placement Employers

Approaching new people can be slightly daunting, but if you are well prepared, you are likely to feel more confident. No one will expect you to know everything about the industry or organisation, the most important things will be your enthusiasm, interest and willingness to learn and get stuck in.

You Got This!

Here are some tips on how to approach Placement Employers:

- Pick up the phone and call them. Email, or pop in to say hello and introduce yourself. Employers appreciate this effort and like to put a face to the name.
- Make sure you are looking and sounding professional and that you show you are really interested in the organisation. Try to do it at a time when they will not be really busy. Do not be offended if they ask you to come back another time. If you do not know the company, or you are just feeling a bit too nervous to speak to someone on the phone, then send them an email.
- We will be looking at Pre-Placement preparation during your induction.

- Keep a tracker to log places that you have tried (not only does this help to avoid contacting the same places twice but it's useful for us to know what you have done and who you have approached).



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We may be able to help with any costs that you may incur whilst attending your placement. This could include travel or particular requirements of the placement such as DBS checks. We will discuss this in more detail during tutorials.

Please feel free to contact our Work Experience Team for any help and advice via: workexperience@wiltshire.ac.uk.

TERM DATES AND COLLEGE LIFE



Autumn Term

First Day of Autumn Term

Monday 2 September 2024

Staff Development Days (College Closed to students)

24 & 25 October 2024

Half Term

Monday 28 October to
Friday 1 November 2024

Last Day of Autumn Term (Christmas Closure)

Friday 20 December 2024



Spring Term

First Day of Spring Term

Monday 6 January 2025

Half Term

Monday 17 February to
Friday 21 February 2025

Staff Development Days (College Closed to students)

24 & 25 February 2025

Last Day of Spring Term (Easter Closure)

Friday 4 April 2025



Summer Term

Bank Holiday

Monday 21 April 2025

First Day of Summer Term

Tuesday 22 April 2025

Bank Holiday

Monday 5 May 2025

Half Term

Monday 26 May to
Friday 30 May 2025

Last Day of Summer Term

Friday 27 June 2025



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Your first week of college

The first day of the Autumn term is **Monday 2 September**. Full-time courses will start during this week, your lecturer will tell you when your first day of college will be during your enrolment appointment.

On your first day staff will be in campus receptions to welcome you and show you where you need to go. Please remember to wear your lanyard and college ID badge.

Timetables

You will usually receive your course timetable on the first day of the course.

Unfortunately, timetables are not available until this time as they cannot be finalised until the student numbers on each course are confirmed (if student numbers are high the course may be split into two groups for example, with different timetables) and may be subject to change during the first month. We know this can be frustrating, but this is to ensure you have the best student experience possible.

TIMETABLE				
Mon	Tues	Wed	Thurs	Fri

Inclusion & Support

Our Inclusion & Support Team can provide help with planning assignments, research, essay writing, exam techniques, literacy, numeracy and specialist support for students with specific learning difficulties. In order to access support, it is very important that we speak to you and carry out a detailed assessment of your needs.



If you have a specific learning difficulty or disability which may present you with barriers to your learning, you should discuss this with us before you start your course. We will invite you to a meeting to discuss your needs and if, following assessment, we confirm that you will need additional learning support our Inclusion & Support Team will work closely with you to ensure you achieve your full potential.

Our Inclusion & Support Managers will be happy to offer advice and guidance. You can contact them on transition@wiltshire.ac.uk.

COLLEGE LIFE

English & Maths

For students who have achieved Grade 3 or below in GCSE English and maths you will need to continue studying these alongside your full-time course.

You will be timetabled for English and maths alongside your full-time study programme. It is important that you attend your English and maths classes to give yourself the best chance to succeed and progress to your next level of study.



Student Wellbeing & Safeguarding

At WCUC we know there may be times when you need support with your studies or personal issues. The college provides several support services including a dedicated safeguarding team, wellbeing advisors, counselling service, and equality and diversity support.

For further information on any of these services please email safe@wiltshire.ac.uk.



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GETTING READY CHECKLIST

Equipment and uniform

We recommend that you do not purchase any course specific items until you have your exam results and have attended your enrolment appointment to confirm your place, as you may study a different course to the one you originally applied for if your grades are higher or lower than predicted.

Keep in touch

If you have any further questions about getting started at WCUC, please get in touch.

The following teams can help:

GENERAL ENQUIRIES
info@wiltshire.ac.uk
or **01225 350035**

BURSARY AND TRANSPORT ENQUIRIES
bursaries@wiltshire.ac.uk
or **01225 756405**

ADMISSIONS
(specific support with your application/enrolment)
admissions@wiltshire.ac.uk
or **01225 756300**

- Mark your enrolment appointment date and time on your calendar and the front of this guide so you don't forget!
- Have a great summer!
- Upload your photo for your college ID
- Apply for your travel pass (if required)
- Apply for your financial support (if required)
- Contact our Transition Team if you need more support to get ready: transition@wiltshire.ac.uk
- Follow us on social media: Wiltshire College & University Centre on Facebook, @wiltshirecollege on Instagram, and @WiltsColl on X (Twitter)
- Pick up your exam results
- Attend your enrolment appointment
- Check out your route to college so you are not late on your first day!

